



Attendance & Punctuality

Date	Review Date	School Lead	Nominated Governor
Nov 2022	Nov 2024	Susan Jenkins & Martin Smith	Fr Shaun O'Neill

Aims:

As a School we want

- Our pupils to be in School on time to learn and achieve to the best of their ability.
- Our School Attendance percentage to be 96% or above
- To be given a reason for every pupil absence
- Families to take holidays in School holiday period

Government guidelines state the following:

- 95% is the National Average for good attendance
- Below 96% is cause for concern
- 90% and below is now classed as Persistent Absentee

Why Attendance and Punctuality important?

Your child's attendance is very important. Regular school attendance with help achieves their full potential and ensures they have a brighter future.

Whilst we do understand that occasionally children may be genuinely ill and that certain children may have ongoing health conditions, we believe that going to school every day will help your child learn, develop and achieve. It will build confidence, friendship and ambition.

The more your child is in School; the more likely they are to succeed at exams and at life.

Being in School every day and on time means:

- Having lots of fun
- Building lasting friendships
- Structured routine and boundaries
- Taking part in activities
- Learning through play
- Better exam results.

Did you know?

90% Attendance over a year means that your child misses on average:

- One half day every week

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- Nearly 4 School weeks every year
- Over 1 School year in a school career

Holidays in term time.

- We strongly discourage families taking holidays in term time.
- If you take a Holiday in term time, the Local Authority would be notified, at the discretion of the Head Teacher, unless you have been given prior permission due to exceptional circumstances
- The Local Authority will issues a Holiday Warning Letter in the first instance, which then could lead to a Fixed Penalty Notice

2 weeks holiday in term time every year, with no other absences, means that your child:

- Can only ever achieve 95% attendance
- Will miss approx. 2 terms in a school career

Also being 5 minutes late every day means missing approx. 3 days of School every year.

What we expect from Pupils?

- To have a positive attitude about coming into School
- To come in on time, ready to learn
- To be proud that they are a part of St. Alban's School Community

What we expect from Parents/Carers?

- To make sure that your child(ren) attends every day, on time and prepared to learn.
- Minor ailments do not stop your child from attending School
- School to be informed the first day of absence, before 9am and subsequent days thereafter
- Help your child catch up with any work missed whilst being absent
- Where possible, Dentist, GP, Hospital, Optician etc.; appointments to be after the school day ends
- Appointments that are during the school day, please where possible, bring your child into School before or after appointment time
- Appointment cards and Hospital letters to be brought to School Office to be attached to Child School records
- Make sure your child understands the benefits of regular School Attendance
- Attend any meetings by the Head Teacher or Attendance Personnel

What are School expected to do?

- Pupil Registers, which are taken am and pm daily, are Legal Documents
- Contact parents. where no reason has been provided for absence on a given day

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- A telephone call to the parents will be made, if no response has been received by the text message
- The School Attendance Personnel may be asked to make a home visit or contact you where Attendance becomes a concern to offer support as required.
- Invite parents to participate in a Parenting Contract in an effort to improve Attendance
- Refer to the Local Authority if the Attendance falls below 90% for consideration of Legal Monitoring (circumstances Depending/dependant)
- Contact the School Nurse/GP for details of an absence when required
- Keep parents and children informed of individual attendance percentages using regular letters and updates

Punctuality

The School Day starts at 8.45am. If your child arrives after this time, they will be marked as late.

It is important to be on time for School, as basic skills are taught during the first 30 mins of each day after the Register has been taken. If your child is consistently missing this period, it is detrimental to their learning. It is also disruptive to your child's day, the teacher and the rest of the class.

Their number of minutes late will be recorded by the office staff, which is updated daily on the Register.

If your child arrives in school, after registers close at 9:15am, they will be marked with a **U** on the register – this means they do not get a mark for that period, however we know that they are in school.

We will formally monitor children, whose punctuality is a cause for concern.

Conclusion

Through the implantation of this policy, we aim to achieve, good attendance for all children to help them thrive, be their best and have a bright future. Remember you can discuss any attendance issues or any concerns you have with School Staff at any time. We believe it the responsibility of us all to achieve good attendance and punctuality.

Agreed at the Local Governing Committee

Date: